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11 October 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (4 - 10 October 1984)

A. PROGRESS ON ACTION ITEMS

1. OSS Papers. A representative of the Information Management Staff, DO (IMS/DO), is reviewing all OSS papers dealing with World War II operations in Greece. He will consolidate the material into one collection. After a thorough review, it will be sent to the National Archives and Records Service (NARS). Review has been expedited at the request of NARS to accommodate the needs of a British historian who is preparing an official history of the British Special Operations Executive in Greece.

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2. Information Services Centers. The last of the DA offices responded to the DDA memorandum of 10 September 1984 soliciting reaction to the proposal that OIS manage the Information Services Centers (ISCs) in the new Headquarters Building. The overall response was favorable. Even those with reservations supported OIS management of the ISCs. Some of the reservations concerned the timing of the transfer of positions, office participation in the design of the ISCs, security of certain types of information, and the nature of the services to be provided. The Information Resources Management Division will prepare a memorandum to the DDA summarizing DA office reaction and retransmitting an earlier request that the he formally assign management of the ISCs to OIS.

B. SIGNIFICANT EVENTS AND ACTIVITIES

1. Task Force on Dissemination. At the request of the DCI, the Executive Director convened a task force in mid-August to conduct a quick review of the process used to distribute substantive intelligence outside

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C O N F I D E N T I A L

the Agency. The task force reported to the DCI on 12 September 1984. The Executive Director has asked each directorate to implement the recommendations and provide him with a status report by early December. The Office of Information Services (OIS) has been designated the action office to coordinate the DA response. In a memorandum dated 4 October 1984, the Director of OIS requested other DA office directors to report by 26 October 1984 actions proposed or taken by them in response to the recommendations of the Agency's Task Force on Dissemination.

3. Document Classification Review. In response to a request made through D/OIS, the Classification Review Division (CRD) reviewed the classification status of a document which had been passed to the KGB by an FBI agent recently arrested on espionage charges in Los Angeles, California. The document was entitled "Reporting Guidance: Foreign Intelligence Information" and was classified SECRET. We found the document properly classified based primarily on its aggregate effect. The document covers many subjects and countries and provides a broad, accurate and detailed picture of informational items of current policy interest to national policy officials.

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C. SCHEDULED ACTIVITIES

1. Training. CRD is hosting a two-day training course (9 and 10 October) for two classification reviewers from the Agency for International Development (AID). AID is reinitiating a systematic review program after several years and has asked CRD to train its analysts to the norms, techniques, aids, and systems we use in reviewing intelligence documents.

2. Research in State-of-the-Art Document-Imagery. Representatives from IRMD will accompany the OIS Planning Officer on a visit to the FileNet Corporation on 10 October at the Crystal City Marriott. They will be briefed on the company's document-image system that is designed to store, retrieve, display, distribute, and print data, text, and electronically stored images of paper documents.

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